



Elbowoods Memorial Health Care Centers

Chief Executive Officer
1058 College Drive
New Town, ND 58763-4400
(701) 627-4750
Fax: (701) 627-2809

EXEMPT _____
NON-EXEMPT X

POSITION DESCRIPTION

POSITION: Facilities Maintenance Worker
RESPONSIBLE TO: Facilities Manager
SALARY: \$DOE/DOQ
CLASSIFICATION: non-management, Regular, Full-time
LOCATION: Elbowoods Memorial Health Center Facilities

POSITION SUMMARY: Responsible for Facilities maintenance and repair work for the TAT Health Care Facilities programs as follows: EMHC; Field Clinics in Mandaree and Twin Buttes, with consultation at clinics in Parshall and White Shield; Staff Housing; Vehicle Pool; and Maintenance Shops.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Conducts maintenance and repair as per examples below:
 - a. HVAC systems
 - b. Plumbing systems
 - c. Electrical equipment
 - d. General Facility including painting and carpentry.
 - e. Other trade duties and responsibilities including boiler plant, masonry, plastering, grounds care, and GSA vehicle management.
2. Assists Facilities Manager in program planning and development of overall Facility program.
3. Assists in Facilities life safety program.
4. Ensures system compliance for all accrediting and regulatory requirements.
5. Primary advisor for the Facilities Manager.
6. Represents EMHC in a highly professional manner.
7. Establishes positive communications with all departments of EMHC to assure stable operations.
8. Demonstrates respect and understanding of confidentiality for patients, staff and others according to policy and HIPAA regulation.
9. Maintain required reporting as assigned.
10. Participates in EMHC staff meetings, assigned committees, community events, and other meetings as instructed or deemed necessary.

11. Actively strives to educate the community on the mission, vision and values of EMHC in a positive approach to assist in the growth of the organization and assist our community in its healthcare needs.
12. Adheres to the Mission, Vision, and Values of the Elbowoods Memorial Health Centers.
13. And other duties as assigned.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

QUALIFICATIONS, EXPERIENCE, EDUCATION

- High School Diploma / GED, **REQUIRED**.
- Must have 3-5 years of specialized experience in Facilities.
- Excellent communication skills necessary, **REQUIRED**.
- Attention to detail necessary, **REQUIRED**.
- Must be willing to travel between clinics.
- Ability to gain knowledge of principles and practices of organization, planning, records management, and general administration.
- Operate standard office equipment.
- Familiarity with American Plains Indian culture, values, and traditions, **HELPFUL**.
- Must be responsible, dependable, and able to maintain confidentiality of information.
- Must have a valid N.D. driver's license in good standing and must supply driver's license abstract from the Department of Motor Vehicle.
- Will need to have an acceptable motor vehicle record. A copy of driver's license and verification of driver's record from the North Dakota Department of Motor Vehicle, **REQUIRED**.
- Must submit to clear Criminal Records Background Check.
- Must submit to an Alcohol/Drug Screen and random testing as per policy.
- Indian Preference will apply. *Must submit documentation with application to qualify for Indian Preference.*
- Veterans Preference will apply. *Must submit documentation with application to qualify for Indian Preference.*

WORKING CONDITIONS:

- Work requires standing, stooping, bending, kneeling, climbing, and working in tiring and uncomfortable positions. Frequently involves lifting and carrying parts and equipment that weigh up to and may exceed forty pounds.
- Work is sometimes performed on ladders or scaffolds.
- Work is performed inside and outside in all kinds of weather and is usually dirty, dusty and greasy.
- Extensive walking is required since interaction between all disciplines within the healthcare operations and management is required.

- Travel may be required to accomplish facility goals.
- Work is performed in an office environment with varying conditions of noise level, temperature, and illumination.
- Occasionally lifts up to 50 pounds of material.
- Requires eye-hand coordination and manual dexterity sufficient to operate keyboard, computer and other office equipment.
- Work situations may be stressful and require irregular hours.
- Travel may be required to accomplish facility goals.

ACKNOWLEDGEMENT

This job description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive, and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR THREE AFFILIATED TRIBES HEALTH CARE CENTER POSITIONS.

APPLICATION PROCEDURE

Submit a Three Affiliated Tribes Health Care Center; ***Application for employment*** with all requirements and supporting documentation to:

**Three Affiliated Tribes
ATTN: Human Resources
404 Frontage Road
New Town, ND 58763**

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Please Note: If requirements are not met, i.e. submissions of a resume in lieu of a Three Affiliated Tribes Health Care Center application, or not including a required certification or document, your application will not be reviewed and will be disqualified. WE DO NOT ACCEPT FAXED, SCANNED, OR COPIED APPLICATIONS.

Indian Preference Will Apply: In accordance with Three Affiliated Tribes Health Care Center policy, priority in selection will be given to qualified applicants who provide proof of eligibility for “Indian Preference”.

Veterans Preference Will Apply: In accordance with Three Affiliated Tribes Health Care Center policy, priority in selection will be given to qualified applicants who provide proof of eligibility for “Veteran Preference”.

Applications will not be returned.